

REQUEST FOR QUOTATION (This is not an order)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 5	
1. REQUEST NO. RFQ-TX-06-00027	2. DATE ISSUED 07/24/2006	3. REQUISITION/PURCHASE REQUEST NO. PR-TX-06-00250		4. CERT. FOR NAT. DEF. UNDER BOSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY US EPA Mail Drop: 6MD-RF PROCUREMENT AND GRANTS SECTION 1445 ROSS AVENUE, SUITE DALLAS, TX 75202 2733				6. DELIVER BY (Date) 09/12/2006		
5b. FOR INFORMATION CALL: (No collect calls) Name: CHERYL E HILL TELEPHONE NUMBER: (214) 665-2799				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: a. Name c. Street Address d. City				9. DESTINATION a. Name of Consignee US EPA Mail Drop: 6PD ATTN: PAULA FLORES b. Street Address 1445 ROSS AVE c. City DALLAS		
e. State		f. Zip Code		d. State TX		e. Zip Code 75202
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE 08/01/2006		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this request for Quotations must be completed by the quoter.				
12. SCHEDULE (Include applicable Federal, State and Local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Conference Planning Conference Planning for Hispanic Outreach "Beyond Translation" Forum as per the attached Statement of Work.		1	JOB		
12. DISCOUNT FOR PROMPT PAYMENT		a.10 Calendar Days (%)	b.20 Calendar Days (%)	c.30 Calendar Days (%)		d. Calendar Days Number Percent
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER b. STREET ADDRESS c. COUNTY d. CITY			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION 16. SIGNER a. NAME (Type or Print) c. TITLE (Type or Print)		15. Date Of Quotation b. TELEPHONE Area Code Number	
e. STATE		f. ZIP CODE		b. TELEPHONE Area Code Number		

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Oct 2000)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 561920 (insert NAICS code).
- (2) The small business size standard is _____ (insert size standard).
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statement purposes, that it is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it is, ☐ is not a service-disabled veteran-owned small business concern.
- (c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse of permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern", means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern", means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of provision)

TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

(a) Definitions.

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia:

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

Additional Clause(s):

EP-S 99-1 Compliance with Veterans Employment Reporting Requirements (OCT 98)

The following solicitation provision applies to Request for Quotes at \$25,000 or over.

(a) The Offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212 (d) (i.e. the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has [] has not [] submitted the most recent report required by 38 U.S.C. 4212 (d).

(b) An Offeror who checks he "has not" may not be awarded a contract until the required reports are filed. (31 U.S.C. 1354)

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMEMENT (OCT 00)
COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

****end of clause****

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATION (OCT 00)

Small Business Program Representations

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561920 [insert NAICS code].

(2) The small business size standard is \$5MIL [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it * is, * is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it * is, is * not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it * is, * is not a women-owned small business concern.

FAR 52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 96)

NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

Small business concern, as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation. (b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term United States includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

Additional Terms and Conditions

Year 2000 Compliance

Any product offered or electronic and authorization system delivered under this contract is warranted to be Year 2000 compliant. Year 2000 compliant means accurately processing date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, when used in accordance with the product documentation provided to the contractor, provided that all products used in combination with the contractor's product properly exchange date data with it.

External Note:

Contractors must be registered with Central Contractor Registration (CCR) and Dun Bradstreet (D&B) Database in order to be awarded a contract. To register for the CCR, contractors can contact CCR at <http://www.ccr.gov>.

**Hispanic Outreach Forum
"Beyond Translation"**

SCOPE OF WORK

BACKGROUND

As a public organization, the U.S. Environmental Protection Agency (EPA) is committed to serve the public by forging strong and dynamic partnerships with all of the nation's communities. These partnerships promote EPA's programs and services, allowing us to enhance our response to the public's health and environmental priorities. On October 18, 2006, Region 6 will host an event designed to improve EPA's relevance in the Spanish-speaking community. We are calling this effort **"Beyond Translation."** "Beyond Translation" is a stakeholder forum being held in San Antonio, Texas, bringing together community leaders representing environmental efforts, grass-root and civic organizations, business, academia and local government. The forum will help us identify ideas on how to improve outreach, education and public involvement efforts in order to address environmental concerns that are most important to the Spanish-speaking community. In addition, a session of how to maximize community environmental efforts by taking advantage of grants, contacts and other economic opportunities will also be part of the agenda.

OBJECTIVE

EPA will be leading the "Beyond Translation" Forum and requires assistance for conference facilitation, activities which include, but not limited to conference logistics, note-taking, facilitation, English-Spanish translation services, documentation, as well as obtaining training/speakers for the conference.

All documentation (letters, reports, charts, etc.,) will be in an electronic format acceptable to the EPA COR and compatible with EPA's computer software requirements.

TASKS:

- 1 - Conference Preparation and Logistics**
- 2 - Conference Support**
- 3 - Conference Speaker - Presenter Support**
- 4 - Recorder and Final Report**
- 5 - Translation Services**

TASK 1 - CONFERENCE PREPARATION AND LOGISTICS

1.1: EPA will hold an introductory (scoping) meeting within two to five days of the issuance of this Scope of Work (SOW). EPA requires support for conference preparations and the Contractor is required to participate through a conference call. EPA will provide call-in instructions.

1.2: The Contractor is to produce a hotel facility, with the following requirements;

- in the San Antonio, Texas - downtown area
- accessible to people with disabilities,
- ability to reserve 50 rooms @ the government rate for October 17, 2006 - checking out on October 18, 2006.
- meeting space for 80 to 100 people for a general session
- three class-room style break-out rooms to accommodate 30 to 35 people each for

October 18, 2006.

- 1 LCD Projectors w/large screen for one day
- 4 flip charts w/paper for one day

1.3: Two days after the procurement of the facility, the contractor is to provide a written description of the facility with all accommodations; and a draft letter confirming location, date, and time to the EPA COR for approval.

1.4: A preparatory meeting between EPA selected representatives and the Contractor will be held at the facility one day prior to the scheduled forum to review meeting rooms and equipment set-up.

1.5: The Contractor will participate in weekly 1-hour planning committee calls and will provide updates on their progress.

TASK 2 - CONFERENCE SUPPORT

2.1: The Contractor will serve as point of contact for all information regarding the conference logistics, schedule, hotel arrangements, location information and transportation information.

2.2: The Contractor will provide research assistance in identifying 500 Hispanic Community Leaders from academia, business, civic organizations, grass-roots and non-profits organizations, local and state government representatives, and other organizations interested in discussing ideas on how to improve EPA R6's outreach and involvement efforts with the Hispanic population within one week from the introductory meeting.

2.3: The Contractor is to create an electronic mailing list of all 500 identified Hispanic Community Leaders with the ability to sort in categories provided by the EPA COR within two weeks from the introductory meeting.

2.4: The Contractor is to register participants and is to provide final registration list to EPA COR one week before forum.

2.5: The Contractor is to check-in all participants the morning of the forum.

TASK 3 - SPEAKER / PRESENTER SUPPORT

3.1: The Contractor and the Forum Planning Committee will meet within four weeks to discuss the forum agenda and options for non-EPA speakers and trainers that will meet the set goals. Goals for the agenda include;

- Understanding the challenge in reaching the Hispanic Community (demographics, home-life, education, economics, business, and communication.)
- Understanding the environmental issues affecting Hispanic communities in TX, OK, AR, NM, LA, and OK.
- Surprising Outreach and Public Involvement Success Stories
- Moving beyond translating documents - strategies, mechanisms, tools, and measuring outcomes

3.2: The Contractor is to conduct a search and obtain the services of speakers and trainers approved by the planning committee within six weeks. Speakers will come from organizations in TX, OK, AR, NM, LA, and OK.

3.3: The Contractor is to collect presenters papers, bios and any information that will be

part of their talk, and will present to the Forum Planning Committee within eight weeks.

3.4: The Contractor is to collect hand-outs from presenters and EPA staff and prepare 100 packets.

TASK 4 - RECORDER AND FINAL REPORT

4.1: The Contractor will provide recorder (note-taker) services to capture discussions, outcomes, and follow-up items from the individual forum sessions.

4.2: The contractor is to compile a draft outcome report and provide to EPA COR two weeks after the forum for review and mail out final (electronic and hard-copy) to participants w/in four weeks from the forum.

TASK 5 - TRANSLATION SERVICES

5.1 The Contractor will provide translation services (if needed) to accommodate Spanish-only speaking participants.

Period of Performance: Four Months (from preparation to follow-up actions)

EPA Contracting Officer Representative (COR):

Paula Flores-Gregg

EPA Region 6, "Beyond Translations" Forum Coordinator

1445 Ross Avenue,

Dallas, TX 75041

Phone: (214) 665-8123

BEYOND SPANISH TRANSLATIONS STAKEHOLDERS FORUM

Aug 18

Day One - June 18, 2006 "Improving Our Relevance" ...why is it important to us...and why should you care.					
9:00 - 9:30 All-Hands	9:30 - 10:30 All-Hands	10:30 - 12:00 All-Hands	12:00 - 1:30 Working Lunch	1:00 - 3:00 Sessions	3:00 - 4:00 Workshop
Opening Session <ul style="list-style-type: none"> - Welcome - Agenda / Logistics - Why is this meeting important. - How we will follow-up after the meeting 	"The Challenge" Understanding "La Comunidad" <ul style="list-style-type: none"> - Demographics - Home-Life - Education - Business - Communication 	"Environmental Concerns in the Latino Community" <ul style="list-style-type: none"> - Regulatory Requirements (What we have to do) - What we want to do; Effectively teach and engage the Spanish-speaking community - Exercise: Rate the Environmental issues that are most important to the Latino Community as whole. 	"Trabajando Juntos - Working Together" <i>Key Note Speakers: (Administrator / RA)</i> <ul style="list-style-type: none"> - Surprising Success Stories from Community Leaders & Lessons Learned 	"Ideas for Moving Beyond Translations" In Outreach, Education & Public Involvement Efforts Ideas for improvement (working-session) <ul style="list-style-type: none"> - communicating environmental concerns - involvement / participation - education / outreach efforts 	Economic Opportunities Workshop <ul style="list-style-type: none"> - grants, contracts & other economic opportunities
					5:00 - Network Session Hotel Reception

<p>Aug 18</p> <p>Special Session (June 18, 2006) - (Not sure where to place this part at this timer)</p>	
Leaders Round Table <ul style="list-style-type: none"> - Decide on what is important to the community? - Where do we go from here? - Plan for Continuation 	

DELIVERABLES AND SCHEDULE

TASK 1 - CONFERENCE PREPARATION AND LOGISTICS	
1.2: Letter confirming hotel facility	2 days after procurement of facility+
2.3: Electronic mailing list of 500 identified Hispanic Community Leaders	2 weeks from the introductory meeting
2.4: Final registration list to EPA COR one week before forum.	1 week before the forum date
TASK 3 - SPEAKER / PRESENTER SUPPORT	
3.2: Obtain the services of speakers and trainers approved by the planning committee	within 6 weeks from introductory meeting
3.3: Presenters papers, bios and any information packet	within 8 weeks from the introductory meeting
3.4: 100 hand-outs from presenters and EPA staff	One week before the forum
TASK 4 - RECORDER AND FINAL REPORT	
4.2: Draft Outcome Report	2 weeks after the forum
4.2: Final Outcome Report	4 weeks after the forum

BEST VALUE:

Evaluation Criteria for : "Beyond Translations" Hispanic Outreach - Forum Planner

(Listed in Order of Importance)

Experience - Demonstrated experience in planning events, creating networks, experience in outreach and education to Hispanic communities, and knowledge and understanding of environmental issues affecting Hispanic communities.

Past Performance - Demonstrated successful past performance as evidenced by references from prior clients. Offer should provide contact information for prior clients.

Education/Training - Demonstration of successful education and/or training. Specifically, offeror should provide evidence of college degrees obtained, training, and other examples of education gained in order to effectively accomplish the scope of work.